

Readopt with amendment Ed 315, effective 3-27-14 (Document #10557), to read as follows:

PART Ed 315 ~~PROCEDURES FOR THE OPERATION OF HOME EDUCATION PROGRAMS~~

Ed 315.01 Statement of Purpose. The purpose of these rules is to provide ~~standards applicable to home education programs.~~ ***a process for uniform application of the requirements of RSA 193-A.*** These rules take into account the fact that home education is an alternative to attendance at a public or private school and is an individualized form of instruction in accordance with chapter 279:2, laws of 1990.

Ed 315.02 Definitions. ***In addition to the words defined in RSA 193-A:1, the following words shall have the meanings indicated when used in Part Ed 315:***

(a) “Certificate ***of completion***” means a ~~letter~~ ***document*** signed by the parent of a home schooled ***educated*** child as defined below in Ed 315.02(b) ***certifying that meets the requirements of 193:1,I (f)(2) the child has achieved the equivalent of a high school diploma by completing a home education program;***

(b) ~~“Child” means “child” as defined in RSA 193-A:1,I.~~

(~~eb~~) “Commissioner” means ***the*** commissioner of ***the New Hampshire department of*** education;:

(~~ec~~) “Composite results,” means one score that is provided by the publisher of the standardized test, or the average of all such scores that have been provided by the publisher of the standardized test;:

(~~ed~~) “Department” means the New Hampshire department of education;:

(~~fe~~) “Educational progress” means growth in learning commensurate with age and ability within the child’s individual home education program chosen by the parent;:

(g) ~~“Nonpublic school” means “nonpublic school” as defined in RSA 193-A:1, II.~~

(h) ~~“Parent” means “parent” as defined in RSA 193-A:1, III.~~

(if) “Participating agency” means the resident district superintendent, the commissioner, or a ***participating*** nonpublic school principal;:

(j) ~~“Resident district” means “resident district” as defined in RSA 193-A:1, IV.~~

(kg) “Teacher” means a person who holds ~~N.H. certification~~ ***teaching credential issued by the New Hampshire state board of education***, is ~~certified~~ ***licensed*** in another state which is a party to the interstate contract, or is currently teaching in a nonpublic school.

Ed 315.03 Eligibility and Program Schedule.

(a) A parent shall be eligible under these rules to establish a home education program for a child, ~~at least 6 and under 18 years of age~~ including those defined under RSA 186-C:2, I, and I-a.

(b) Pursuant to RSA 193:1,I(b), home education shall be an alternative to compulsory attendance at a public school. Dates and hours of instruction shall not be required to coincide with the resident district calendar. The academic term of a home education program shall not be required to coincide with the resident district academic year.

Ed 315.054 ~~Duties of Participating Agencies~~ ***Participating Agencies: Duties and Authority.***
~~Resident district superintendents or nonpublic school principals as participating agencies shall maintain a list of all home education programs for which they have received notification. This list shall contain the name, date of birth and address of each child for whom a home education program is established. On October 1 of each year, the participating agency shall notify the commissioner of the number of children for whom programs were established.~~

(a) A parent shall select, as a participating agency for home education program notification and support, one of the following:

(1) The commissioner;

(2) The resident district superintendent; or

(3) The head of a nonpublic school.

(b) A parent may select a new participating agency at any time. If a parent selects a new participating agency the parent shall notify in accordance with Ed 315.05 and Ed 315.06.

(c) Pursuant to RSA 193-A:4, II, the selected participating agency shall work with parents upon request in meeting the requirements of RSA 193-A:4, I.

(d) A participating nonpublic school must agree to administer the provisions of RSA 193-A and Ed 315, is not required to be in the resident district, and may require a fee for any request for assistance by the parent.

(e) No fee shall be required when a test utilized in the resident district is administered to the student by the resident district.

(f) A resident district acting as the participating agency may charge fees for any mutually agreed upon alternative used to satisfy the requirements of RSA 193-A or Ed 315, including, but not limited to, portfolio review.

(g) Pursuant to RSA 193-A:11, the commissioner or resident district acting as the participating agency shall not propose, adopt, or enforce any policy or procedure governing home educated pupils that is inconsistent with or more restrictive than the provisions of RSA 193-A, RSA 193:1-c, or the rules of Chapter Ed 315.

(h) On October 1 of each year, the participating agency shall notify the commissioner of the number of children for whom programs were established since the previous report.

Ed 315.045 ***Notification Requirements.***

(a) Notification of a home education program pursuant to RSA 193-A:5 is required for a parent to comply with the compulsory attendance requirements of RSA 193:1.

(b) The parent of a student currently enrolled in a public school shall advise the resident district superintendent of the child's withdrawal from attendance in public school on or before the date the home education program shall begin.

(ac) A parent ~~commencing a home education program~~ shall notify the *selected* participating agency ~~in writing of such~~ within 5 business days of commencing ~~the a home education~~ program. ***Only the information enumerated in RSA 193-A:5, II is required in the notice. The parent shall provide contact information and update the notification information as necessary.***

(b) ~~Only the information below shall be required in the notification:~~

- ~~(1) The date on which the program will begin or has begun;~~
- ~~(2) The name and full address, including street and town, of the child;~~
- ~~(3) The child's date of birth;~~
- ~~(4) The name and address of the parent(s); and~~
- ~~(5) A phone number at which the parent(s) may be reached during normal business hours.~~

(c) ~~A participating agency or school district shall not require information in addition to the information required under (b) above.~~

(d) ~~If the parent intends to use the state or local assessment provided by the resident district, the parent shall inform the resident district of his or her intent to do so as soon as practicable to provide the district adequate time to prepare and obtain the materials.~~

(e) ~~The parent of a child currently enrolled in a public school in the resident district shall advise the resident district superintendent of the child's withdrawal from attendance in public school on or before the date the home education program shall begin and shall follow all notification procedures set forth in this section.~~

(f) ~~A resident district superintendent or commissioner or non-public school shall assist the parent making notification in complying with RSA 193-A:5. No fee shall be collected for this service by the resident district superintendent or by the commissioner. Participation in home education programs shall be optional for nonpublic schools which may charge a fee for this service.~~

(gd) ***Within 14 days of receipt of the notification, A resident district superintendent or commissioner or non-public school- a participating agency after receipt of the notification filed, shall review the notification for compliance with Ed 315.04(a) and (b) and take the following action acknowledge receipt of the notification in accordance with the contact information provided by the parent, along with a request for any information required by RSA 193-A:5, II that was not included in the original notice.***

(1) ~~If the notification complies with Ed 315.04(a) and (b), send a letter acknowledging the establishment of the home education program within 14 calendar days of receipt of such notification; or~~

(2) ~~If any of the requirements of Ed 315.04(a) and (b) are not met by the notification, return by certified mail with return receipt the notification to the parent within 10 business days of receipt of the notification along with a letter describing the information required to comply with Ed 315.04(a) and (b).~~

~~(he)~~ The parent shall have 10 calendar days from receipt of the returned letter to send an amended notification to the resident district superintendent, commissioner, or nonpublic school principal.

(i) If an amended notification meets the requirements of Ed 315.04(a) and (b) the resident district superintendent, commissioner, or nonpublic school principal shall send a letter within 10 business days of receipt of the amended notification acknowledging that the notification now meets the requirements of RSA 193-A:5, II.

(j) If the amended notification does not meet the requirements of RSA 193-A:5, II, shall notify the parent or parents in writing within 10 business days of receipt of the documents from the resident district superintendent or non-public school principal that the parent or parents may request a grievance conference with a grievance committee of the home education advisory council under the provisions of Ed 315.12.

Ed 315.06 Notification – Termination of a Home Education Program.

~~(k)~~ A home education program established in accordance with this section shall remain in effect unless terminated in accordance with ~~(m)~~ below. If a program is transferred because of a change in resident district for the child or by choice of the parent, the program shall continue under the new participating agency.

(l) The following shall apply to transfer of home education programs:

(1) If the child moves and the parent wishes to continue a program which was established with the former resident district superintendent as the participating agency and selects the new resident district superintendent as the new participating agency, the parent shall so inform both superintendents in writing;

(2) In any other case, both the participating agency with which the program was established and the new participating agency shall be informed in writing by the parent; and

(3) In either (1) or (2) above, upon notification in writing by the parent of a change in participating agencies, the former participating agency shall transfer all pertinent records to the new participating agency.

~~(m)~~ ***A home education program shall remain in effect unless terminated in writing by the parent.*** A parent wishing to voluntarily terminate an established home education program shall notify the commissioner and the participating agency in writing within 15 business days of ***termination while also*** satisfying any one of the alternatives for compulsory attendance listed in RSA 193:1 ~~such as enrollment in a public or non-public school.~~

Ed 315.067 Records.

(a) In accordance with RSA 193-A:6, the parent shall keep a portfolio each year the child is being home educated. ~~The portfolio shall contain the child's work pursuant to RSA 193-A:6, I.~~

(b) The portfolio shall be the property of the parent. Access to the portfolio shall be at the parent's discretion, except as provided in RSA 193-A:6, II(a).

~~(c) Participating agencies shall maintain documents concerning home education programs in a manner consistent with other educational records.~~

Ed 315.078 Annual Evaluation.

(a) The parent shall provide for an annual evaluation for a child that meets the requirements of *the options enumerated in RSA 193-A:6, II* ~~and this section.~~

(b) The resident district superintendent, when acting as the participating agency, shall provide evaluation services, upon request of the parent. If the resident district superintendent is not acting as the participating agency, the resident district superintendent may provide evaluation services. ~~No fee shall be required when evaluation services are performed by a resident district.~~

(c) A parent intending to use the state or local assessment provided by the resident district shall notify the resident district superintendent in writing as soon as practicable to provide the district adequate time to prepare and obtain the testing materials.

~~(ed)~~ If ~~the a~~ parent chooses to have a portfolio review as the method of evaluation *pursuant to RSA 193-A:6, II(a)*, the parent may choose a teacher who agrees to perform evaluation services, or the parent may request the evaluation to be performed through the resident district superintendent when the resident district superintendent is acting as the participating agency.

~~(de)~~ ~~The written portfolio evaluation shall include the following~~ *The contents of the portfolio shall comply with the requirements of RSA 193-A:6, I and the review shall include the following:*

- (1) The name and address of the teacher, including state recognized documentation of certification or the name and address of the nonpublic school in which the teacher is currently teaching;
- (2) The date(s) on which the evaluation(s) took place;
- (3) A description of the work reviewed ~~including quantitative data if available~~;
- (4) A summary of the child's educational progress in the home education program ~~as presented in the notification~~, concluding with a statement that the child has or has not made educational progress; and
- (5) The signatures of the teacher and the parent.

~~(e)~~ ~~The parent shall be responsible for maintaining a copy of the evaluation.~~

~~(f)~~ ~~As a second option, the parent may choose a standardized test which shall be a nationally recognized test, a state assessment instrument, or a test used in the child's resident district. The parent shall maintain as a matter of record the name of the test and the name and address of the test administrator. As referred to in RSA 193-A:6, II(b) a composite result at or above the 40th percentile on such tests shall be deemed reasonable academic proficiency.~~

~~(gf)~~ The parent may choose any other valid measurement tool mutually agreed upon by the parent and the participating agency ~~provided that:~~

- ~~(1) The agreement shall be made in writing and signed by the parent and the participating agency and both parties shall maintain a copy of the signed agreement; and~~

~~(2) A valid measurement tool~~ as provided for in RSA 193-A:6, II(d), **which** shall include but shall not be limited to the following:

- a. Interview;
- b. Educational progress in a particular curriculum as measured by the parent;
- c. Educational progress in a particular curriculum as measured by the provider;
- d. Review of the child's portfolio by a participating agency;
- e. Evaluation by a teacher in a program recognized by any state department of education; or
- f. Specially prepared tests or evaluations measuring educational progress in a particular subject or curriculum.

Ed 315.089 The Home Education Advisory Council.

(a) The home education advisory council shall carry out those duties assigned to it by the commissioner. The council shall work with home educators and representatives of private and public education to encourage an understanding of home education.

(b) Assigned areas of responsibility for the council shall include the following:

- (1) Developing and maintaining effective communications between home educators and those public, and nonpublic schools and state and local agencies involved in home education;
- (2) Recommending to the commissioner and state board of education desired changes in rules pertaining to home education;
- (3) Establishing a grievance committee to hear grievances referred to it by the commissioner; and
- (4) Providing an annual report to the state board on its activities.

Ed 315.0910 Membership Selection For the Home Education Advisory Council and Term of Appointment.

(a) Membership selection for the Home Education Advisory Council shall be as specified in RSA 193-A:10, I. Council chair selection shall be as specified in RSA 193-A:10, III.

(b) Members appointed by the commissioner shall have a term of 3 years, and such terms shall end on ~~June 30~~ **August 31** of the year in which the term is completed. Legislative members shall serve a term which is coterminous with their elected office and will be non-voting members of the council.

(c) The conduct of business shall not depend on the maintenance of full council membership.

(d) In the event of vacancies, replacement members shall be appointed as required under RSA 193-A:10 to fill the unexpired term.

Ed 315.101 Records of the Advisory Council. The records and minutes of the home education advisory council shall be filed and maintained in the department.

Ed 315.142 Funding and Support of Council Activities. The members of the home education advisory council shall serve without compensation. Subject to available funds, the department shall financially support the activities of the council, including but not limited to such expenses as mileage, secretarial assistance, and meeting facilities.

Ed 315.123 Grievance Committee.

(a) The grievance committee shall be a subcommittee of the home education advisory council appointed by the chairperson, consisting of no more than 5 members, a majority of whom shall be representatives of home education associations. One member of the grievance committee shall be appointed by the chairperson to preside at grievance conferences.

(b) The grievance committee shall hear all grievances referred to it by the commissioner.

(c) The grievance committee shall call upon consultants and conduct interviews for the purpose of gathering relevant facts if the committee lacks relevant expertise. The grievance committee shall keep a written account of its investigations and shall submit such an account, together with its findings, to the commissioner within 30 calendar days of the commissioner's referral.

Ed 315.134 Request for Grievance Conference. Any party to a home education program may request a grievance conference as follows:

(a) Such request shall be in writing to the commissioner;

(b) The request shall state in detail the reasons for the request for a grievance conference and name the parties involved;

(c) The commissioner shall notify the requestor within 5 business days in writing that he/she has scheduled a grievance conference in accordance with Ed 315.13 or that he/she requires additional information to clarify the issues;

(d) The requestor shall have 10 calendar days from receipt of the commissioner's request for additional information to respond with the requested information; and

(e) The commissioner shall, upon receipt of the requested information, forward the request to the chairperson of the home education advisory ~~committee~~ **council** who shall schedule a grievance conference in accordance with Ed 315.14(b).

Ed 315.145 Grievance Conference.

(a) Upon receipt of a request concerning an action taken under these rules, the commissioner shall notify the chairperson of the home education advisory council of the request for a grievance conference, and the grievance conference shall then proceed in accordance with this section.

(b) Within 5 business days of the commissioner's notification of a request for a grievance conference, the chairperson shall schedule the conference with the parties to the grievance.

(c) At the conference, each party shall be prepared to consider:

- (1) The simplification of the issues and an agreement of facts;
 - (2) Possibility of settlement; and
 - (3) Such other matters as may aid in disposition of the action.
- (d) Parties to a grievance may be represented at the conference by counsel.
- (e) At the grievance conference the grievance committee shall interview the parties to the grievance to reach a proposed settlement on the facts of the grievance.
- (f) The grievance committee shall present its findings on unresolved grievances or report on the proposed settlement reached by the parties to the commissioner within 10 calendar days of the conference.
- (g) Any settlement reached at a grievance conference shall be subject to review by the commissioner and shall not be implemented unless it is consistent with these rules and with applicable statutes.
- (h) The findings shall list the pertinent facts found by the committee.
- (i) If the parties do not reach a settlement prior to, or during, the grievance conference, the commissioner after reviewing the unresolved grievances shall notify the parties of her/his decision within 10 calendar days of receipt of the committee's findings.
- (j) A party aggrieved by the decision of the commissioner may appeal by requesting an administrative due process hearing in accordance with Ed 200.

Ed 315.156 Certificate of Completion.

(a) *Pursuant to RSA 193:1, I(f)(2),* ~~When the parent of a child under the age of 18~~ submits a **letter document** to the department of education certifying that the child has completed the home school **education** program at the high school level, ~~pursuant to RSA 193:1, I(f)(2),~~ the student shall be determined to have met the requirements for successful completion of a home school **education** program ~~for a child under 18 years of age.~~

(b) The **letter document** containing the statement above shall also include the following information:

- (1) Name and address of the child;
- (2) Name and address of the parents;
- (3) Date of completion of the home school program;
- (4) A phone number at which the parent may be reached during normal business hours; and
- (5) Signature of the parent.

(c) A ~~letter~~ **document** that meets all the requirements of Ed 315.14 (a) ~~&~~ **and** (b) shall be conclusive evidence of:

~~(1) Completion of the parent's duty of compulsory attendance, as set forth in RSA 193:1; and~~

~~(2) Acknowledgment of the responsibilities outlined in RSA 193-A:9.~~

(d) Documentation of receipt shall serve as proof of delivery of such certification.

Appendix I

Rule	State or Federal Statute or Federal Regulation Implemented
Ed 315.01	RSA 193:1, I(e)
Ed 315.02	RSA 193-A:1; RSA 193-A:3
Ed 315.03	RSA 193:1, I(b)
Ed 315.04	RSA 193-A:1, I; RSA 193-A:3; RSA 193-A:4, I
Ed 315.05	RSA 193-A:5
Ed 315.06	RSA 193-A:5
Ed 315.07	RSA 193-A:6
Ed 315.08	RSA 193-A:6
Ed 315.09-Ed 315.13	RSA 193-A:10
Ed 315.14-Ed 315.15	RSA 193-A:10, 11
Ed 315.16	RSA 193:1, I(f)(2)